

LAKE FOREST SCHOOL DISTRICT 67
95 W. DEERPATH RD.
LAKE FOREST, ILLINOIS 60045

SCHOOL FACILITY APPLICATION AND PERMIT

PLEASE COMPLETE AND RETURN THIS FORM TO: MARY MERCER,
BUILDING & GROUNDS DEPARTMENT
95 W DEERPATH ROAD
LAKE FOREST, IL 60045
FAX 847-234-2381
PHONE 847-604-7438

NAME OF ORGANIZATION _____

PERSON RESPONSIBLE _____

ADDRESS _____

PHONE NUMBER (HOME) _____ (CELL) _____

EMAIL ADDRESS _____

DESCRIBE ACTIVITY _____

IS THERE A CHARGE FOR THOSE ATTENDING THE ACTIVITY? YES _____ NO _____

ARE FUNDS RAISED FOR PERSONAL OR GROUP GAIN? YES _____ NO _____

DATE OF ACTIVITY _____ START TIME OF EVENT: _____

END TIME: _____

(SET UP TIME WILL BE 30 MINUTES BEFORE EVENT)

SCHOOL REQUESTED _____ ROOM REQUESTED _____

A District service request must be included (available at the Building & Grounds Department and all principal offices) for all furniture and equipment set-ups as well as requests for assistance by District staff. Service requests must also be submitted if you are requesting permission to decorate the facility, including details of application and proposed materials. Insurance requirements prohibit individuals who are not employees of the District from using District ladders or scaffolding for any purpose. Please do not ask our staff for ladders, they have been instructed to refuse.

Note: The District reserves the right to make the final judgment on staffing rental events to insure the needs of community groups are properly met and the facilities are returned immediately to readiness for the next business day. If no service requests are attached, we will assume you wish to use the room in the condition you find it on arrival and we will only unlock the door. NO KEYS WILL BE ISSUED.

It is hereby agreed to indemnify and hold harmless said School District of and from all actions or proceedings to recover damages for injury to persons or property received by or through the use of said facility by the user, and to reimburse said School District to the full amount of the cost of repairing or replacing any of its property which may be damaged by misuse, breakage, vandalism, carelessness or any other cause arising by or through the use of said facility by the user. Please carefully read the rules and procedures on the back of this form.

This agreement is subject to school program priority. If a subsequent school program is developed requiring this space, you will be notified of the cancellation of this contract.

Responsible Person's Signature _____ Date: _____

Certificate of Insurance Included? _____ THIS MUST BE INCLUDED IN ORDER TO RESERVE SPACE

Charge Yes _____ No _____

Facility Charge _____

Equipment Charge _____

Employee Charge _____